

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-160**

**SUBJECT:
Chauffeur, FSN-3 (11 Positions)**

**DATE:
10-10-11**

OPEN TO: All Interested Candidates/All Sources

FROM: Human Resources Office

POSITION: Chauffeur, FSN-3; FP-BB*

OPENING DATE: October 10, 2011

CLOSING DATE: October 24, 2011

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 13,040 USD p.a. (Starting Basic salary)
(Position Grade: FSN-3)

*Not-Ordinarily Resident (NOR): 21,840 USD p.a. (Starting Basic salary)
(Position Grade: FP-BB).

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy in Baghdad is seeking individuals to fill the **Chauffeur** positions in the **General Services Office (GSO)**.

BASIC FUNCTION OF THE POSITION:

The primary purpose of the Chauffeur position is to provide support – driving, transporting and offloading/unloading baggage and supplies and other miscellaneous duties, as required - to Chief-of-Mission clients, of which there are over 1,500. Incumbent is responsible for the safe transport of passengers and/or cargo within the International Zone.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of primary school is required.
- 2. Experience:** Two years professional driving experience is required.
- 3. Language:** Level II (Limited Knowledge) Speaking/Reading/Writing English and Level III (Good Working Knowledge) Speaking/Reading/Writing Arabic is required (**Language skills will be tested**)
- 4. Knowledge:** Knowledge and skill in operating light duty passenger and/or cargo vehicles either gasoline or diesel to include automatic and standard shift transmissions; knowledge of passenger safety rules regarding the use of seatbelts and safe driving are required.
- 5. Skills and Abilities:** Must possess a valid driver's license. Skills in defensive driving techniques, recognizing developing hazardous road and traffic conditions and the judgment to adjust driving methods to the practices of surrounding traffic are required.

SELECTION PROCESS:

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadJobs@state.gov

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on below:

<http://iraq.usembassy.gov/jobsvacancies.html>

E-mails received without the appropriate subject line will not be considered.

Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: -11-160- Chauffeur

CLOSING DATE FOR THIS POSITION: OCTOBER 24, 2011

The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

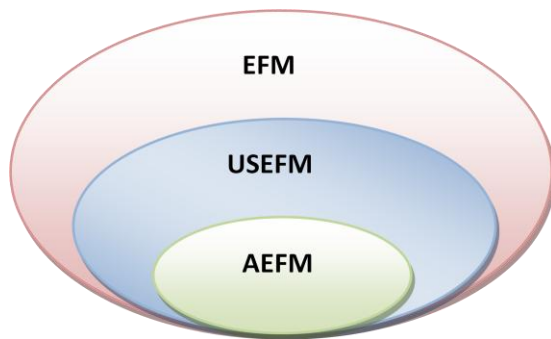
The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: HRO/JMB

Cleared : GSO/RWB

Drafted : HRA/HS

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed

abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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U.S. Embassy, Iraq



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80% Time

Drives numerous types of vehicles in an extremely high security threat environment to include light duty fully armored, light armored and unarmored passenger and/or cargo vehicles such as sedans, vans, crew cab pick-up, box trucks, mini-buses, 24 passenger buses, electric utility and passenger vehicles, all terrain vehicles ("Gators"), and golf carts to transport passengers or cargo for multiple purposes. Personally performs or oversees loading and unloading of vehicles by hand (with or without assistance), including arranging security and protecting cargo to prevent shifting, loss or damage while in transit. Enforces passenger seatbelt use and adheres to established safety practices and procedures. Drivers are responsible for evaluating potential security problems and danger areas while performing driving duties in an effort to keep passengers and themselves safe. Drivers must learn and master the locations of common destinations in the International Zone including Government of Iraq facilities, non-governmental organizations, foreign embassies, US military facilities and other facilities.

20% Time

Performs other duties as required, examples of which might include updating GSO records, staffing the GSO office for periodic night-time customer service hours, cleaning vehicles, finalizing tasks not completed during the day shift, performing dispatch duties and coordinating with RSO Air Operations for incoming/outgoing personnel and monitoring and recharging numerous golf carts used on the Embassy Compound. Employees are cross-trained in WebPass data entry for vehicle inventory, maintenance and passenger trip records. Employees are required to fill-in on the GSO customer service desk when staffing gaps occur. Employees are required to perform escort duties for picking up visa applications at the military check points and dropping them at the Consular Gate.